

HIGHER EDUCATION PERSONNEL BOARD

Specification for Class

Class Code: 2047

RECORDS ANALYST I

Abolished Effective February 10, 2006

CLASS SERIES CONCEPT

Records Analysts perform files management, retention scheduling, essential records scheduling and other records management duties for an institution.

BASIC FUNCTION

Provide direct assistance to department personnel in the use of standard filing and indexing systems and related equipment and supplies, and assist higher-level records management staff in the analysis and implementation of records management systems.

DISTINGUISHING CHARACTERISTICS

First-level class of series.

TYPICAL WORK

Assist in the analysis of filing systems and in the design of alternative systems (with related indices, guides, etc.) to meet specialized office filing requirements;

Provide advice to department personnel in the development of records inventories, and provide direct assistance in file system conversions;

Assist in the development of records retention and essential records schedules; aid in the identification and description of records series;

Assist in development of institutional uniform filing system; identify system areas requiring elaboration/refinement;

Identify potential applications of micrographics technology; assist in performing analyses to determine the feasibility/benefits of converting information to microformat;

Assist in the preparation and presentation of records management workshops and similar instructional sessions;

Perform related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's Degree and one year of experience in records management work. Additional qualifying experience may be substituted, year-for-year, for required education. Formal records management training may be substituted for required experience.

Equivalent education/experience will substitute for all minimum qualifications except when there are legal requirements, such as a license/certification/registration.

New Class: 1-17-80

Revise MQ: 7-2-90